

IOWAccess Advisory Council
Meeting Minutes of November 10, 2004, 1:00 PM
Hoover Building, Level B, Conference Rooms 2 and 3

F i n a l

- Present: Quent Boyken, David Redlawsk, Jane Ginapp, Glen Dickinson (by phone), Sheila Castaneda (by phone), Barbara Corson, Richard Neri, Marsha Ternus, Kelly Hayworth (by phone), Mary Maloney (at 1:30 p.m.)
- Absent: Herb Strentz, Tina Schmidt, Tom Gronstal, Miriam Ubben, Bob Brunkhorst, Bill Dotzler
- Guests: John Gillispie, Tim Erickson, Kit Krogmeier, Mark Uhrin, Steve Mosen, Stephen Rodriguez, Darwin Ten Haken, Mike Bacino, Diane Van Zante

Council Chair, Quent Boyken, opened the meeting and noted that a quorum of members was present.

1. Approve Minutes – David Redlawsk moved approval of the September 10, 2004 meeting minutes. Marsha Ternus seconded the motion. An oral vote was taken, approving the minutes as written.
2. Financial Report –
Through September 30, 2004, expenditures from the IOWAccess Fund totaled approximately \$700,000; current net assets stand at \$2.7 million while unobligated cash amounts to a little less than \$1.4 million. Revenues from Iowa Court Information System (ICIS) fees dropped from \$18,000 in July to \$14,000 in September. Marsha Ternus indicated that she would follow-up to determine if there was a specific reason. A spreadsheet was distributed, listing each of the approved projects, amount authorized, and total spent through September. David Redlawsk commented that the new format was easy to understand.
3. Project Updates –
Tim Erickson, Iowa Interactive, reported that Iowa Interactive had picked up five more web design projects and received additional inquiries about others. A few specific updates are noted below:
 - Campground Reservations Online - in process of selecting a photographer, evaluating information from seven vendors.
 - Early Childhood Education - will be delivering designs to them next week.
 - Afterschool Alliance - three designs have been submitted for evaluation.

The Council received an IOWAccess Project Status Report with their meeting packet. Mark Uhrin highlighted a few of the projects:

- Lobbyist/Client Tracking System - has not made progress due to an IT resource issue, but should next week when a new contractor comes on board.
- Missing Persons Reports Online – new contractor should also impact this project.

- Food Stamps and Child Development Home Registration Renewals - things are moving slowly.
- Food Inspections Online – four pilot projects are expected to go “live” after Thanksgiving.

Ethics and Campaign Disclosure Board (IECDB) - until the Legislature mandates electronic filing for all individuals, IECDB has decided not to make contribution information searchable as this would discriminate against those entities that file electronically versus on paper.

The Chair noted that ideally, approved projects would be implemented on a more aggressive timetable, but recognized that the Information Technology Enterprise (ITE) has resource issues.

4. E-Government Survey Subcommittee Report – David Redlawsk.
Dave stated that the IOWAccess subcommittee met with Iowa State University (ISU) by phone and provided feedback to the process that ISU initially outlined. The decision was made to do separate business and citizen surveys. The survey center at ISU is currently programming the phone survey and expects to begin training the surveyors today. The first survey is the business survey; the target is 400 responses. The citizen survey will be completed next. Dave mentioned that the subcommittee was satisfied/comfortable with the current plan. Quent thanked the subcommittee for their work.
5. Update on IOWAccess Program Manager Position – John Gillispie.
John reported that ITE submitted the job description to Department of Administrative Services (DAS) Human Resources Enterprise (HRE) within a week of the last meeting. HRE responded and classified the job at a grade lower than anticipated (Executive Officer 1 rather than an Executive Officer 2). DAS will post the position and assess the responses. ITE may appeal HRE’s decision at a later date.
6. Federal Requirements for Matching Funds – Steve Mosena.
The IOWAccess Advisory Council previously approved the Department of Human Services’ (DHS) request for \$100,000 for the Food Stamps Web Intake project. Steve explained that whenever DHS uses federal funds to match state dollars (as in this case), the federal partners require that the product/outcome be shared with other states if another state asks for it. The other state can use it, but not sell it. In the past five years, DHS has received only one such request. The DHS Child Development Home Registration Renewal project approved by the IOWAccess Advisory Council does not have a federal match. The Council asked if there were any other federal requirements that they needed to be aware of. Mr. Mosena did not believe that there were.
7. Pre-Approval for ITE to Manage Small Project Funds – Quent Boyken.
Perhaps the Council should consider approving a pool of IOWAccess funds that ITE staff could use on a discretionary basis for small projects. This would be an efficiency tactic. A number of questions/comments were voiced: Would this pool be for a one year period? What amount of funding should the Council approve? What kinds of things would this

cover? Would this type of thing happen very often? The Council would still like ITE staff to provide periodic project/activity reports. Council members were in agreement that quick projects like web hosting were appropriate, but they did not want to see discretionary funds used for the planning phase without first hearing about the project. Such things need to come before the Council as part of a bigger, long-range project. Later in the discussion, the Council concurred that these guidelines pertained to major projects. Since the Council is advisory, doesn't the director have the power/latitude to spend small amounts as he/she sees fit? John does not have that level of authority; at present, John takes all of the Council's recommendations to Mollie Anderson and Mollie approves them. Having the council act upon the matter would result in John being given the authorization to use IOWAccess funds. The Chair inquired what level of individual funding John would suggest. John responded that \$25,000 would cover an entire project. Council members ultimately decided they would be more comfortable seeing a definite proposal rather than voting on the concept at this meeting. ITE was asked to develop a written proposal and bring it back to the next meeting. The proposal should define "major project," address the timeframe, and discuss in more detail the level of funding involved (establish the total amount of discretionary funds and determine the maximum amount to be used per occurrence).

8. Interactive Telephone/E-mail Directory – Request to Fund Planning - Stephen Rodriquez/Darwin Ten Haken.

The proposed interactive directory would provide citizens with current listings for state employees as well as a topical directory for state agencies. The current paper directory only contains information for agencies and employees on or near the Capitol Complex and is often inaccurate before it hits the street. There are several agency directories at present, but the information is not found collectively in any one place. Ninety percent of states have a web-based directory. The new system would permit anyone with Internet access to query agency and employee contact information and would include the majority of state employees, not just Capitol Complex staff. We hope the directory will incorporate all three branches of state government, however at present, it does not appear that the Regents Institutions will be included. David Redlawsk stated that the University of Iowa provides a mechanism for employees to update their own files. Maybe the state should consider adding a link to the Regents Institutions websites. The current request before the council seeks approval for \$5,000 in funding for the planning phase. Mary Maloney moved approval of the funding. Richard Neri seconded the motion. An oral vote was taken and unanimously approved.

9. Enhanced Search Engine – John Gillispie.

The search engine on the state webpage is very poor. Iowa Interactive has approached us about purchasing a Google product. Iowa Interactive is willing to cover the cost of the software under the current state contract which runs through September, 2005. If Iowa Interactive does not receive the bid on the new contract, the state will have to pick up the cost, which would be \$120,000-\$150,000 per year. IOWAccess could be a source of funds to pay that cost. John proposed that the Council accept the risk and let Iowa Interactive purchase the product. Council members agreed that a good search engine is imperative/critical and that an improved search engine is needed. An RFP will go out in December or January associated with the current Iowa Interactive services. Possibly, the

RFP should include language making the vendor responsible for ongoing software costs associated with the search engine.

10. Backup Internet Link from Akamai – John Gillispie.

John is revisiting the state's secondary path to the Internet. At present, we pay AT & T a monthly charge for a backup pipe that we've never used. Akamai Technologies caches (stores) all static webpages and distributes copies on servers all over the world. This process substantially speeds up access to the websites; it does not depend on congested pipes. John wants to do further research and testing before bringing this to the council as a serious proposal. The cost would be similar to the current backup service.

11. Wrap Up and Adjourn – Quent Boyken.

The Council will be seeking replacements for two legislative representatives, Greg Stevens and Ervin Dennis.

Quent noted that Gail Flagel had resigned and that Jane Ginapp would be resigning in the spring.

There being no further business, a motion was made and seconded to adjourn the meeting. The meeting adjourned at 2:39 p.m.